



## **ROSEACRES PRIMARY TAKELEY**

### **FURTHER PARTICULARS**

**Office Administrator Part-time fixed-term (maternity cover contract)**

**Start date: 20.4.20**

Band 2 (points 3-5- new scale) £18,065 - £18,795 pro-rata; 19.5 hours per week;

**The Post: Office Administrator- mornings only**

**Contract: fixed-term maternity cover, pro-rata; with a work pattern of: Monday-Thursday: 8.30am – 12.30pm, Friday: 8.30am – 12pm, 39 weeks per annum, term time (38 weeks) + inset days (5 days)**

The head teacher and governors are seeking to appoint a reliable, highly organised and skilled office professional with personal qualities that complement and support our school ethos. The person must be positive, enthusiastic, hard-working and a team player who is solution focused; able to use their own initiative, prioritise, meet deadlines, and complete work competently and accurately. Being a key front of house position it is essential that the person is able to maintain a calm, friendly and professional manner at all times.

The post is a job share position covering the maternity leave of the current post holder, and therefore is a daily morning only job role. The post holder will work alongside the full time office manager who is able to offer support and guidance, in addition to being part of the wider team of MAT staff, some of whom use Roseacres as a base, e.g. the Trust Finance Director, Finance Manager and CEO. There are opportunities for further professional development both internally as well as across the Trust or with external providers as and where appropriate.

**Please ensure that that you clearly match your skills/experience to the job description/person specification.**

### **The Candidate**

Essential: excellent literacy and numeracy, IT and secretarial skills, up to date knowledge of MSWord and Excel; highly organised, able to prioritise, multi-task, meet deadlines and complete work accurately; a positive attitude of working with and for the benefit of children, staff and community, a friendly, positive and calm demeanour.

Desirable: previous experience of working in a school office, good working knowledge of SIMS, PSF and ParentMail, first aid qualification. These are not a prerequisite as we are looking for the 'right person'. Full training and support will be provided.

The person would be expected to work collaboratively with the whole staff team, Trust Directors, governors and other professionals.

It is also essential that the person is able to use their own initiative and work in a positive and constructive way with the wider support and teaching team, and where appropriate, able to relate to and support the learning of all pupils where extended learning opportunities occur.

We aim to keep children at the heart of what we are doing. We want our children to develop their curiosity, independence and learning behaviours; believing in themselves so that they achieve; as staff

we are role models to the children. Consequently, the head teacher and Trust are seeking to appoint staff at all levels in the organisation who will share this vision and are able to put this into practice on a daily basis.

We aim to create a positive, calm, safe and exciting learning environment where everyone is respected and valued for their contribution, be it staff, pupil or parent. We expect all our staff to support and fulfil this commitment.

### **Professional Development**

We can offer the successful candidate a fantastic opportunity to contribute to the development of our recently opened and expanding school, within our recently formed multi- academy trust (The Learning Partnership Trust). Further opportunities to share and develop best practice across the Trust is also available. All new employees will undergo an induction and probationary period, then annual performance management.

If you would like to be part of our team to help us make our vision a reality, we would warmly encourage you to visit us prior to submitting an application so that you are able to fully appreciate the unique and special opportunity on offer. Please telephone the main office to make an appointment, and/or if you would like to have an informal chat about the position then please ask to speak to Sarah Bentley, Office Manager. Further information and application packs are available by request from the main office or online via [www.essexschoolsjobs.co.uk](http://www.essexschoolsjobs.co.uk); or the school website [www.roseacres.co.uk](http://www.roseacres.co.uk)

Closing date: 3.2.20 (noon)

Interview date: w/c 10.2.20

### **The Process**

Applications should consist of a completed Essex application form, with an accompanying letter/statement in support of your application. The application should relate specifically to this school and should refer to the person specification matching your skills and experience.

Application forms should be completed in BLACK ink, BLACK ballpoint or CLEAR typescript, and submitted online, or alternatively returned by post or email to the school by the closing date: 3.2.20 (9am).

Mrs I Barron  
Head teacher  
Roseacres Primary School  
Roseacres  
Bishops Stortford  
Herts  
CM22 6QY

Email [admin@roseacres.essex.sch.uk](mailto:admin@roseacres.essex.sch.uk). (Please note, if the form is emailed and you are shortlisted you will be required to sign a copy of the application form).

### **The Appointment**

The Trust and staff are committed to safeguarding children. Appointments will be subject to satisfactory references, DBS, and medical checks. References will be taken up prior to interview. The school is an equal opportunities employer.

Please note that it is normal for the Appointment Committee to offer the appointment to the selected candidate on the day of the interview. It is therefore, important that every candidate be ready to give a definite reply in the event of his/her being offered the appointment.